

# ADMINISTRATIVE ASSISTANT REPORT

November 2011

11/18/11

## 1. MISCELLANEOUS:

- a. Due to the Thanksgiving holiday on Thursday, the Town will be closed.

## 2. TAXES:

- a. The Town has received Certified Tax Levy Apportionments from WITC, the Bayfield School, State of WI, and Madeline Sanitary. As soon as the Ashland County tax levy and State School Tax Levy Credit & Lottery credit information arrives (*WI DOR has said possibly this week*), I will update the summary report on the tax Levies. Copies will then be made available to the Public. A copy will be given to the TB members as well.
- b. The Resolution for Library Exemption is claiming exemption from the Ashland County library levy, since the Town spends more in library expenditures that they would being levied by Ashland County.

## 3. FINANCIALS:

- a. The 2012 Proposed Budget has been set and various budget reports have been copied for public and are in the old Town Hall ready for the budget hearings & meetings on **Monday, December 5<sup>th</sup>, 2011**. Each TB member, as well as all Dept. Heads. have received a packet with all the budget reports (with the exception of the Tax Summary – will be done as soon as the school tax credit info arrives).
- b. The misc. billings have been done, and Ashland County will be billed for County H work for the period of 01/2011-06/2011 as soon as Keith reviews the billing that I've put together.
- c. I've gotten caught up with entering the road crew 2011 timesheets into the database, and can start preparing internal costs on the various projects that took place (town crew labor, town equipment) and coding those expenses into the project line items. This is done to give a more accurate costing on projects.
- d. 2011 Budget Amendment #2 is the correcting for various projects and purchases that went slightly over budget, as well as correcting some original coding errors within the budget.

## 4. GRANTS:

- a. **Hagen Road Bike Lane:** The requested fund of \$34,722.26 was received today from the WI DNR – which reimburses the Town for all the “extra costs” of engineering, various survey work, etc. I've submitted the paperwork to the WI DOT for final payment. We had a difference in figures between what I submitted and what the DOT calculated (DOT was higher). I think we've worked out the figures and payment should be arriving before the end of the year.
- b. **Section 154:** I'll be putting together the final Section 154 payment request to the Army Corps for the additional sidewalks, etc. that were installed & related costs.
- c. **Harbor Long Range & Feasibility Study:** Requests for reimbursements have been submitted to WI Coastal Management. As soon as a copy of the JJR cancelled check can be obtained, another reimbursement request will be submitted.

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## 5. SCHEDULES:

Currently the December schedule is:

- **Monday, December 5<sup>th</sup>, 2011:**
  - Public Hearing for 2012 Budget
  - Special Town Meeting for 2011/2012 Tax Levy & 2012 Highway Expenditures.
  - Special Town Board Meeting to set 2012 Budget
- Monday, December 13<sup>th</sup>, 2011                      Payroll processing
- **Tuesday, December 13<sup>th</sup>, 2011      Regular Town Board Meeting**
- Sat, December 24<sup>th</sup>, 2011                      Christmas Eve \*\*
- Sun, December 25<sup>th</sup>, 2011                      Christmas Day \*\*

\*\* If a holiday falls on Saturday or Sunday, employees who do not normally work on Saturday or Sunday will observe the holiday on Friday or Monday, as determined by the Department Head. Employees who normally work on Saturday or Sunday should observe the holiday as it falls.

- Monday, December 26<sup>th</sup>, 2011                      Payroll processing \*\*\*\*\*  
*(Federal banking holiday so no Direct Deposit)*

\*\*\*\*\*Because of the holiday falling on a weekend, as well as Monday being a Federal holiday, payroll won't be processed until Tuesday, December 27<sup>th</sup>, and paid Weds Dec 28<sup>th</sup>.

- **Tuesday, December 27<sup>th</sup>, 2011      Regular Town Board Meeting**
  - Will all the Town Board members be able to attend this meeting (so there is a quorum for paying end of year bills, etc.?). If a quorum can't attend, a new meeting date should be determined.

Respectfully submitted,

Barb Nelson Administrative Assistant/Deputy Clerk